

UTAH ARMY NATIONAL GUARD
Headquarters, 300th Military Intelligence Brigade (Linguist)
P.O. Box 1776
Draper, UT 84020-1776

UT-300TH (15-1A)

18 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Agenda for Brigade Command Language Council, July 2001

1. The Brigade Command Language Council will convene at 1800 hours on 19 July 2001 in Draper. Battalions should be represented by their Language Officer and a full-time AGR staff member, preferably the person most responsible for language and budget issues.

2. Agenda items to be discussed include:

a. Hot or Suspense Items.

(1) Newsletter. SFC Glover will report on the distribution of the brigade's linguist newsletter at the Unit Status Report (USR) meeting held 17 July and distribute additional copies. We will also discuss the next issue.

(2) Mobile Training Teams. SFC Glover will review the dates and status of the CLPM Course and the Instructor Certification Course MTTs coming from DLI.

(3) FY02 MTT Forecast. MAJ Stevens will review the upcoming suspense for the FY02 forecast for language MTTs from DLI.

(4) Linguist of the Year. The council determine of the winners of the brigade's linguist of the year awards.

b. Regular Review Items.

(1) TALP. Battalion language officers will provide an update of their TALP expenditures and account balances. We are soon to enter the final quarter of the FY. If battalions are concerned about not being to execute the money they have, let SFC Glover and MAJ Stevens know ASAP.

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(2) Web site. MAJ Stevens will report on the pending Utah National Guard server change.

c. Other Review Items from Past Meetings.

(1) High School Language Olympics. MAJ Stevens will make a final report on the first annual Utah High School Language Olympics.

(2) Inventories. MAJ Stevens will remind the battalions to continue compiling their inventories of language materials.

d. New Items.

(1) CLPM Suspense Dates. CPT Hult will request input regarding recurring CLPM-related suspense dates.

(2) Contract Language Program Overhaul. MAJ Stevens will introduce the idea of overhauling the contract language program. This may include proposals such as documenting attendance, grading students, and the evaluation of instructors.

3. Council members who are unable to attend should make prior preparation for a conference call or other arrangements with me to discuss input before and results after the scheduled meeting.

4. Any questions may be directed to the Brigade Language Support Officer at (801) 620-1907 (DSN 766-3907) or Brigade Command Language Program Manager at (801) 523-4258.

STEVE G STEVENS
MAJ, MI, UTARNG
Language Support Officer

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